

**Federal Emergency Management Agency (FEMA)  
Map Adoption Steps & Appeals for  
New Flood Insurance Rate Maps**

**Hillsborough County**

**Milestones\***

<b>June 24, 2005</b>	Letters mailed to communities regarding availability of the Preliminary Flood Insurance Study (FIS) and Preliminary Flood Insurance Rate Maps (FIRMs) for review and comment.
<b>June 7, 2006</b>	FEMA holds Community Coordination Meetings to explain what has been updated on the maps and the map adoption process.
<b>June – July 2006</b>	Each community sends their most current floodplain ordinance to the NH Office of Energy & Planning for compliance review.
<b>August 2006</b>	If applicable, FEMA sends a certified return receipt letter to the chief executive official (CEO) of a community informing the community of the new base flood elevations and information about the appeal process.
<b>August 2006</b>	If applicable, FEMA publishes a notice of the proposed base flood elevation determination for Hillsborough County in local area newspaper(s), and in the Federal Register.
<b>October 2006</b>	NH Office of Energy and Planning (OEP) sends each community a letter detailing any necessary changes to their floodplain ordinance.
<b>August – November 2006 90-Day Appeal Period**</b>	<p>After the appeal period, FEMA issues a Letter of Final Determination, which will be sent to the community's CEO, OEP, and all individual appellants.</p> <p>After the appeal period, FEMA publishes the final base flood elevations in the Federal Register.</p>
<b>Nov. 2006 – May 2007 Six-Month Compliance Period</b>	<p>Communities must adopt the new maps and any changes to their floodplain ordinance. A town clerk-certified copy of the updated floodplain ordinance has to be submitted to FEMA Region 1 <b>before</b> the maps become effective.</p> <p>Until FEMA is informed a community is compliant (has successfully completed the adoption process), the community will receive "90-Day" and "30-Day" letters reminding them that they have those many days until the maps go effective and to adopt the new maps.</p>
<b>May 2007</b>	<p>FIS and FIRMs become effective, which occurs 6 months after the Letter of Final Determination.</p> <p><b>Any community that has not adopted the new maps and submitted a certified copy of their updated floodplain ordinance to FEMA Region 1 by the end of the compliance period will be suspended from the National Flood Insurance Program.</b></p>

\* Future dates are tentative and subject to change

\*\* See next page for more details.

## **Appeal Period**

- The 90-day appeal period begins after the 2<sup>nd</sup> notice is published in the local newspapers.
- An appeal must include scientific or technical data that tend to negate or contradict the proposed flood elevation findings.
- Appeals by citizens shall be submitted to the chief executive officer (CEO) of the community for review and determination if the scientific or technical grounds for an appeal warrants forwarding the appeal to FEMA.
- Any and all appeals by citizens or the community received within 90 days must be resolved, before the next step.
- The FEMA Administrator shall resolve such appeals by consultation with local officials, or by administrative hearings, or by submission of the contradictory data to an independent scientific body or appropriate Federal agency.
- After 90 days and after all appeals are resolved, FEMA will issue a Letter of Final Determination.
- Within 60 days of a Final Determination, an appeal may be filed with the U.S. District Court.

## **Hillsborough County Maps and Study Available for Viewing**

Digital Flood Insurance Rate Maps – [www.granit.sr.unh.edu/dfirms/Hillsborough.html](http://www.granit.sr.unh.edu/dfirms/Hillsborough.html)  
Flood Insurance Study - [www.granit.sr.unh.edu/dfirms/FIS.html](http://www.granit.sr.unh.edu/dfirms/FIS.html)

Any questions or problems accessing the maps and study, please contact:

Jennifer Merriam  
GRANIT - Complex Systems Research Center  
Morse Hall  
University of New Hampshire  
Durham, NH 03824

Phone: 603 862 1792  
Email: [Jennifer.Merriam@unh.edu](mailto:Jennifer.Merriam@unh.edu)

## **More Information**

If you have any questions about the map adoption process, please contact the NH Office of Energy and Planning either by phone at 603-271-2155 or by email at [jennifer.delong@nh.gov](mailto:jennifer.delong@nh.gov).